

25X1A6a

Chief, [REDACTED]

11 DEC 1974

Chief, Supply Division, OL

Small Purchases Branch

REF : Memo dtd 31 Oct 74 to C/CD fr AC/SD, same subj

1. The referent memorandum stated that a management study of the Small Purchases Branch (SPB) was planned for December 1974 to determine what steps were required to increase efficiency.

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2. Accordingly, Mr. [REDACTED] has been tasked to perform this study at [REDACTED] commencing the week of 16 December 1974. This study shall include a review and analysis of current operating procedures, present and projected workloads, staffing requirements, plus any additional factors impacting on SPB.

25X1A9a [REDACTED]

Chief, Supply Division, OL

Distribution:

Orig & 1 - Adse

1 - OL/SD/OSB official *pm*

25X1A9a OL/SD/OSB/[REDACTED]:bjw/3173 (11 Dec 74)

*C/RPS*

*See me just thing Monday  
Pond*

OL 4 6028

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